

ACF-118 Submission Site



State/Territory User Guide

August 1, 2018

This user's manual is a technical assistance product of the Office of Child Care, Administration for Children and Families, US Department of Health and Human Services. The guide is for distribution according to department policy. It was produced by General Dynamics Information Technology under contract HHSP233201600263W.

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Overview

All State and Territory grantees are required to submit a triennial Child Care and Development Fund (CCDF) Plan (ACF-118) that functions as the Lead Agency's application for CCDF funds. The Plan provides a description of the child care program, the services that will be made available to eligible families, and initiatives to improve the quality of child care services. It serves as the agreement between the Lead Agency and the Federal Government as to how CCDF programs will be administered in conformance with legislative requirements, pertinent Federal regulations, and other instructions and guidelines issued by ACF.

The Plan submission and approval process consists of three basic steps:

1. Submit – States/Territories submit/certify the CCDF Plan.
2. Review – OCC staff evaluate CCDF Plans to determine if the CCDF program requirements are implemented.
3. Approve – OCC staff approve CCDF Plans that satisfy the requirements of the Act and regulations. As part of the approval process, OCC staff validate the review was conducted per OCC protocols, approve the CCDF Plans, and send approval letters to the States/Territories.

The Office of Child Care (OCC) developed a web-based submission site – called the ACF-118 submission site¹ – to streamline the Plan submission and approval processes and to comply with the Paperwork Reduction Act. The ACF-118 submission site contains the final Office of Management and Budget (OMB) approved Plan Preprint content, although some formatting may be slightly different to allow for the electronic capture of the information.

¹ The URL for the ACF-118 submission site is https://extranet.acf.hhs.gov/stPlan/STPLAN_Login.jsp. It is recommended that you use **Internet Explorer (IE) 11** to access the submission site.

The ACF-118 submission site incorporates the three basic steps of submission, review, and approval, as follows:

Step	ACF-118 submission site function
Submit	<ul style="list-style-type: none"> • State/Territory users enter and review the details of their CCDF Plan (including time limited waivers). • State/Territory users can run an Error Report to help them identify incomplete questions. • State/Territory Super users submit/certify the Plan. • State/Territory users can generate a PDF version of the Plan.
Review	<ul style="list-style-type: none"> • Federal Regional Office and Central Office users view and track the submission of all Plans. • Federal Regional Office and Central Office users review submitted Plans, and <ul style="list-style-type: none"> ○ If it is determined that edits are required, the Regional Office users return the Plan to the State/Territory for further edits; or ○ If it is determined that no further edits are needed, Regional Office users complete the validation of the Plan in the ACF-118 submission site, and recommend approval of the Plan.
Approve	Federal Central Office approve the CCDF Plans and provide approval letters to States/Territories.

This User Guide focuses on the submission of the State/Territory Plan, providing:

- details on the user roles of the ACF-118 submission site,
- guidance for submitting and certifying the CCDF Plan, and
- an overview of the basic features and functions of the system.

What Are the User Roles in the ACF-118 Submission Site

The ACF-118 submission site has five different types of users, each with a different level of access and privileges.

User Role	Access/Privileges
State user	Enter and edit State/Territory Plan data; generate Error report; generate PDF versions of the Plan (blank and completed).
Super user	Enter and edit State/Territory Plan data; generate Error report; generate PDF versions of the Plan (blank and completed); AND submit (called certify) the Plan to the Office of Child Care.
Regional Office user	Track Plan submissions; review Plan; if edits are required, release Plan to State/Territory users for editing; complete validation process; recommend Plan for approval.
Central Office user	Track Plan submissions; review Plan; complete validation process; approve Plan; provide approval letter to State/Territory.
Technical Assistance/Read only user	View only approved Plans (all approved Plans, including amendments).

In this User Guide, the emphasis is on two user types: the State user and Super user. Each State/Territory grantee may have as many State users as needed, but is limited to only two Super users.

How to Access the ACF-118 Submission Site

It is recommended that you use **Internet Explorer (IE) 11** or later versions to access the ACF-118 submission site at https://extranet.acf.hhs.gov/stPlan/STPLAN_Login.jsp. The ACF-118 submission site is password protected. Each user must acquire a username and password in order to access the site. The user must enter their username and password information in the appropriate fields on the Login screen and click the **Submit** button to log into the site. All requests for State and Super user access must be submitted through and approved by the OCC Regional Office. See Appendix 1 for the required form to request a username and password from the National Center on Child Care Data and Reporting (NCDR). The form is also available on the OCC website at

https://www.acf.hhs.gov/sites/default/files/occ/acf_118_state_plan_internet_submission.pdf.

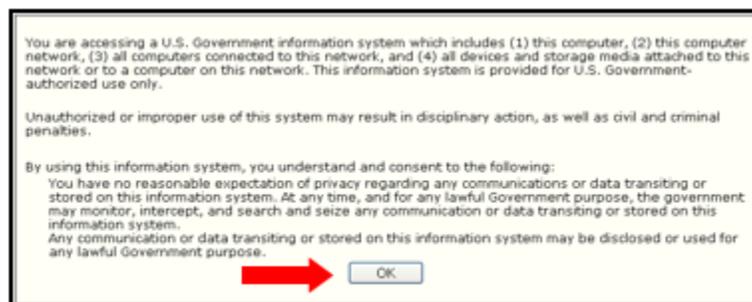
ACF-118 Submission Site Login Page

To access the ACF-118 submission site enter your username and password, and click **Submit**.



Government System Disclaimer

After logging into the ACF-118 submission site, the U.S. Government Information System Disclaimer will be displayed. Read the disclaimer and click **OK** to accept the user agreement to gain access to the site. The main menu will then be displayed.



What Are the Features of the ACF-118 Submission Site

The ACF-118 submission site utilizes some common features and functions throughout the site. These include:

- Tools & Guidance – From the main menu, users have select the Tools & Guidance link, which provides access to the User Guide, training materials, and other resources that provide guidance on the CCDF Plan Preprint.
- Navigation Index – The section/question index on the left-hand side of the screen allows for easy navigation to different sections and questions throughout the Plan. Users should use the Navigation Index to return to a previous page or move to another section.
- Common data entry functions – Standard functions and features such as copy and paste, radio buttons, check boxes, and drop-down selection lists are used throughout the site to enter and edit data as well as to view, submit/certify, and approve Plans.
- Multiple Data Entry Users – Multiple users are able to access the same Plan version at the same time for data entry or viewing different sections of the CCDF Plan. **Multiple users cannot enter and save data for the same question at the same time.** If this situation does occur, the user who saves the data last will overwrite any previously saved data.
- Web Links – Where required, users can include active web links URLs in text fields to provide hyperlinks to information found on the internet.
- Formatting Tool Bar – A formatting tool bar is available in all text fields so the user can modify text. This same tool bar also allows users to check the spelling of entered text.
- Consistency checks – The submission site requires that certain questions be completed as follow-up to previous questions, depending on responses. If these questions are not completed, an error will be generated and the CCDF Plan will not be able to be submitted.
- Embedded Help – Several questions have an embedded link that provides the full text of lengthier questions in a new window. The user must click on the link to access the entire question and guidance from the Plan Pre-Print.
- Error Report – Prior to completion and certification of the Plan, users can generate an error report to easily determine which sections of the Plan have not been completed or have inconsistent responses.

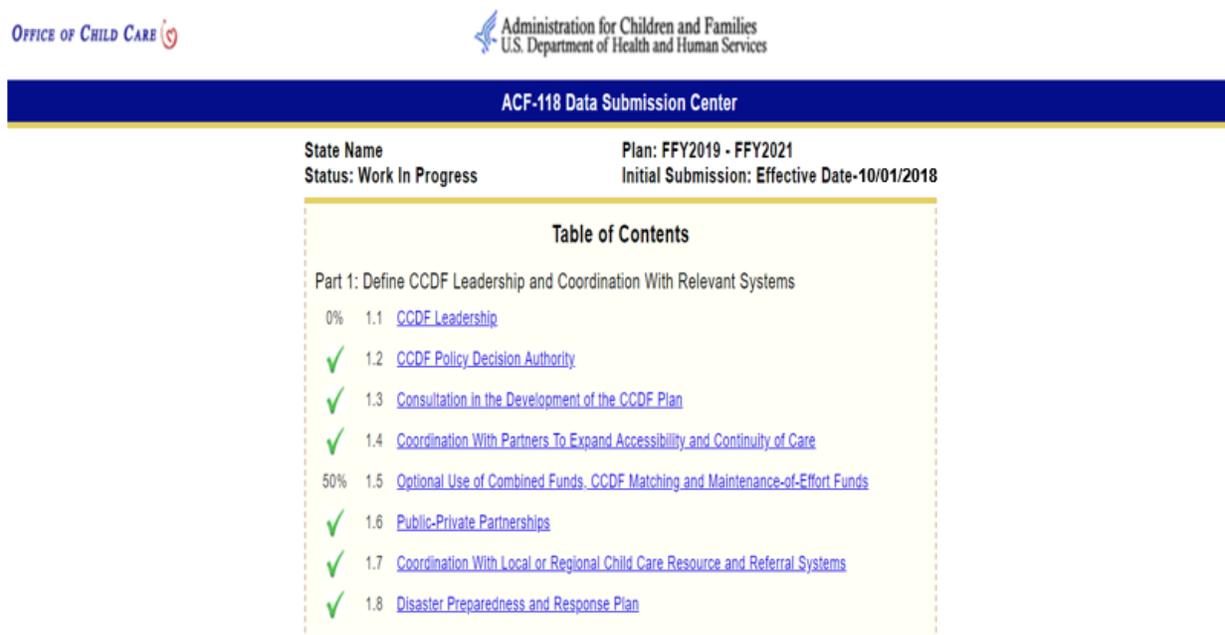
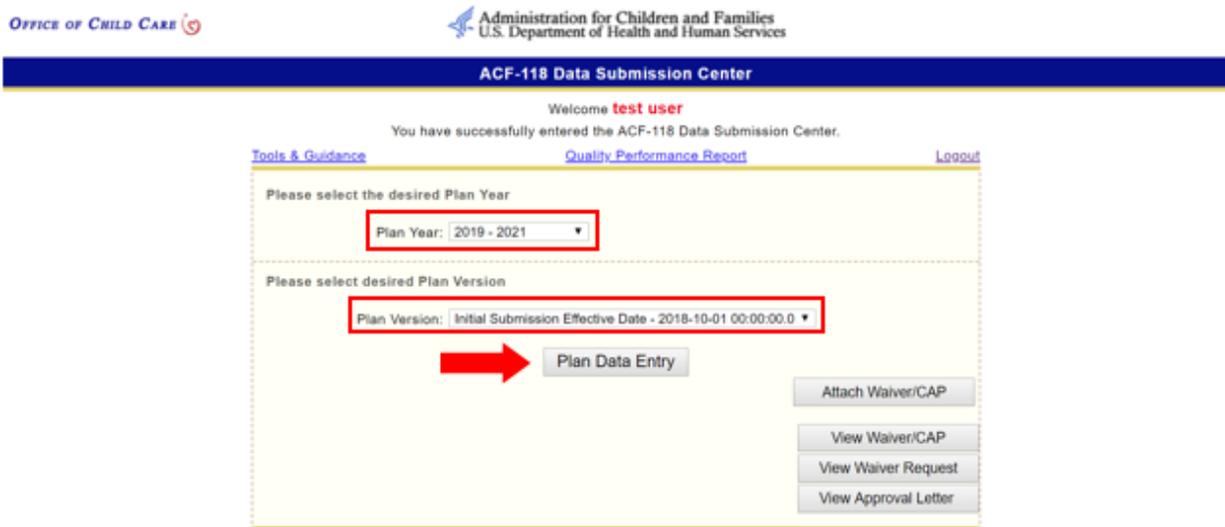
Tip: The internet browser back and forward arrows should never be used to navigate through the ACF-118 site or Plan, as any information entered will not be appropriately saved.

How to Enter Data into the ACF-118 Submission Site

To enter or access a Plan to view and/or edit it, select both the Plan Year and the version of the Plan that you wish to work on from the drop down lists and click the Plan Data Entry button.

ACF-118 Table of Contents

After selecting a Plan year and version to enter or view, the Table of Contents showing the Plan sections will be displayed. The page will show the percentage of the questions in each Plan section that have been completed. A check (✓) indicates that all required questions in that section have been answered.



There are 4 fields displayed as a header to all plan pages (shown at the top of the Table of Contents page above): 1) State/Territory name, 2) Status, 3) Plan Year, and 4) Plan Version. These fields auto-generate for each Plan. The Plan Status values are described below.

Plan Status

The **Plan Status** refers to where the Plan is in the submission process – data entry, certified, or approved. There are 4 possible Plan Statuses:

- **Work in Progress** – The Plan is “open” for the State/Territory user to enter or make changes to the selected Plan version.
- **Certified** – The Plan is “closed” and the State/Territory user can no longer make any changes to the selected Plan version.
- **Approved (No Email)** – The Plan is “closed” and this version has been recommended for approval by the Regional Office (RO) user, and is pending final approval letter from Central Office. The RO cannot release the Plan back to the State/Territory at this point.
- **Approved (Email Sent)** – The Plan is closed and this version has been approved by OCC. No further edits can be made to this version.

Tip: A State/Territory user can ONLY enter/edit data in a Plan version if its status is noted as “Work in Progress”.



ACF-118 Data Submission Center

State Name Status: Work in Progress	Plan: FFY2019 - FFY2021 Initial Submission: Effective Date-10/01/2018
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Table of Contents

Part 1: Define CCDF Leadership and Coordination With Relevant Systems

0%		1.1	CCDF Leadership
✓		1.2	CCDF Policy Decision Authority
✓		1.3	Consultation in the Development of the CCDF Plan
✓		1.4	Coordination With Partners To Expand Accessibility and Continuity of Care
50%		1.5	Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds
✓		1.6	Public-Private Partnerships
✓		1.7	Coordination With Local or Regional Child Care Resource and Referral Systems
✓		1.8	Disaster Preparedness and Response Plan

Selecting a Question to Enter/Edit and Save

From the Table of Contents, select a section of the Plan to enter, view, and/or edit by clicking on the underlined section.

OFFICE OF CHILD CARE Administration for Children and Families U.S. Department of Health and Human Services

ACF-118 Data Submission Center

State Name: [Redacted] Plan: FFY2019 - FFY2021
 Status: Work In Progress Initial Submission: Effective Date-10/01/2018

Table of Contents

Part 1: Define CCDF Leadership and Coordination With Relevant Systems

- 0% 1.1 **CCDF Leadership**
- ✓ 1.2 [CCDF Policy Decision Authority](#)
- ✓ 1.3 [Consultation in the Development of the CCDF Plan](#)
- ✓ 1.4 [Coordination With Partners To Expand Accessibility and Continuity of Care](#)
- 50% 1.5 [Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds](#)
- ✓ 1.6 [Public-Private Partnerships](#)
- ✓ 1.7 [Coordination With Local or Regional Child Care Resource and Referral Systems](#)
- ✓ 1.8 [Disaster Preparedness and Response Plan](#)

The selected question will be displayed. Navigate to other questions by selecting the desired Plan section on the Navigation Index at the left-hand side of the page. Expand the list of questions in the section by clicking the plus (+) sign to the left of the desired section or click the minus (-) sign to collapse the list.

ACF-118 Sample Question Display

OFFICE OF CHILD CARE Administration for Children and Families U.S. Department of Health and Human Services

ACF-118 Data Submission Center

State Name: [Redacted] Plan: FFY2019 - FFY2021
 Status: Work In Progress Initial Submission: Effective Date-10/01/2018

1 Define CCDF Leadership and Coordination with Relevant Systems (Click for additional instructions)

1.1 CCDF Leadership (Click for additional instructions)

1.1.1 Which Lead Agency is designated to administer the CCDF program?
 Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a)).

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency:

Street Address:

City:

State:

ZIP Code:

Web Address for Lead Agency:

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name:

Lead Agency Official Last Name:

Title:

Phone Number:

Email Address:

Save Save and Next Error Report View/Print Plan Table of Contents View Waiver Request Main Menu

Entering Information – Standardized Data Entry Functions

All State users and Super users can enter the details of, and edit, CCDF Plan responses. Depending upon the type of question, users will enter descriptions in text boxes, select from multiple choice answers, or select yes or no to respond to questions.

Text Boxes

Text boxes are provided when questions require a description. A formatting tool bar, similar to most word processing software functions, appears above some text boxes, called description boxes, which require more lengthy responses. Hover your mouse over the various icons to show the function name for each icon.

Text boxes that do not have the format tool bar have a 4,000 character limit. Description boxes with the formatting tool bar allow an unlimited amount of text.

Tip: You can copy and paste from the Word Preprint document. To copy and paste text without any formatting (bold, italics, bullets, etc.) or special characters (!, #, \$, etc.), use the “Paste as Plain Text” feature found in the Description box formatting tool bar. To paste text with standard Word formatting, use the “Paste from Word” feature.

Text boxes without the formatting tool bar have a 4,000 character limit. Description boxes with the formatting tool bar allow an unlimited amount of text.

Federal Section 508 standards do not recommend the use of color to convey information. Plan to use black font color for text. Only web hyperlinks will appear blue in the Plan PDF.

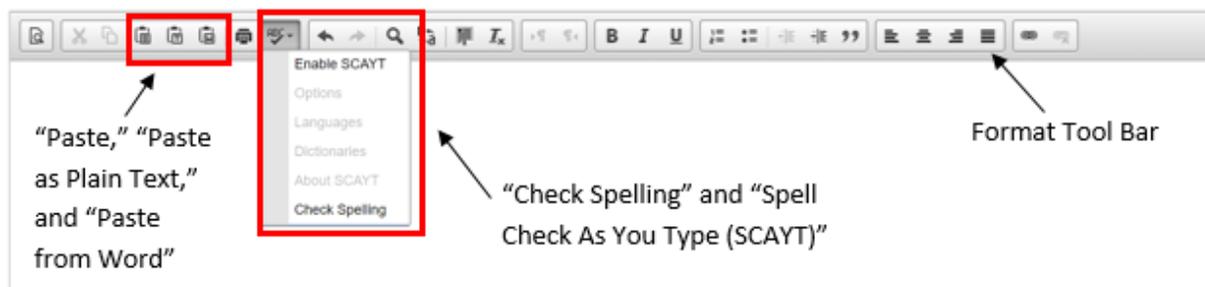
Spell Check

It is important to use one of the spell check functions to check your spelling because the submission site does not automatically underline misspelled words like Microsoft Word. This Spell Check function is only available for questions that have the formatting tool displayed.

Tip: State/Territory users are encouraged to spell check a response to a question (where the formatting tool is available) before moving to the next question.

There are two Spell Check options available to check the spelling of information you have typed in the text fields – Check Spelling and Spell Check As You Type (SCAYT). The first will allow you to check the spelling of text that you have already entered in the text field. After you finish typing your text, click on the Spell Checker drop-down icon and select “Check Spelling” to check the spelling of text that has already been entered. The second option allows you to check the spelling of text as you type. To use this function, click on the “SCAYT” feature from the Spell Checker drop-down icon prior to typing text in the field. Any misspelled words will be underlined so you can easily locate them and make corrections.

Description Text Box



Check Boxes and Radio Buttons

Some questions use check boxes to offer multiple responses as allowed by the question. Other questions in the Plan Preprint may require a single response.

For these single response questions, some use a radio/option button and others use yes/no checkboxes in the site. Both allow only a single (last) selection to be saved. If you select one answer and then select another, the first selected answer will be removed and only the last selected response will be saved.

Tip: If you previously checked one response and then check another, the previously checked selection will be unchecked.

Required Follow-Up Questions

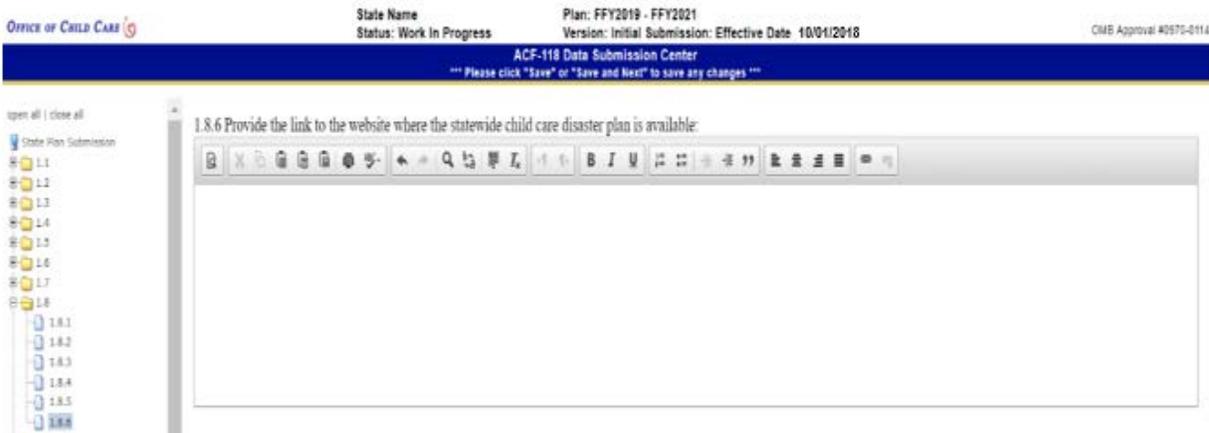
Some questions require the grantee to respond to follow-up questions depending on the response to the first question. For example, question 1.7.1 asks if the Lead Agency funds a system of local or regional CCR&R organizations. If you respond no to this question, you are not required to answer the follow-up questions. However, if you respond yes to this question, you must answer the follow-up questions a) and b) regarding the specific services provided through the CCR&R organizations and the coordination of these services. Additionally, if you select a response that requires a description, for example, "other – describe", you will be required to enter a description as follow-up to selecting Other.

If the required follow-up question or description are not provided, the Plan will be considered incomplete and this will show up as an error on the Error Report. **Note** – The Plan cannot be Submitted/Certified until all required questions have been answered. If any required section of the Plan has **not** been completed, a system message will display indicating that the Plan can not be submitted/certified.

Links

Some questions require users to enter a web link. For example, question 1.8.6 asks the Lead Agency to provide a link to the website where the State/Territory's child care disaster Plan is available. To include a link in the text box, copy the URL and paste it in the box.

Tip: Make sure the complete address is pasted into the box and that extra characters have not been added or that text is not missing.



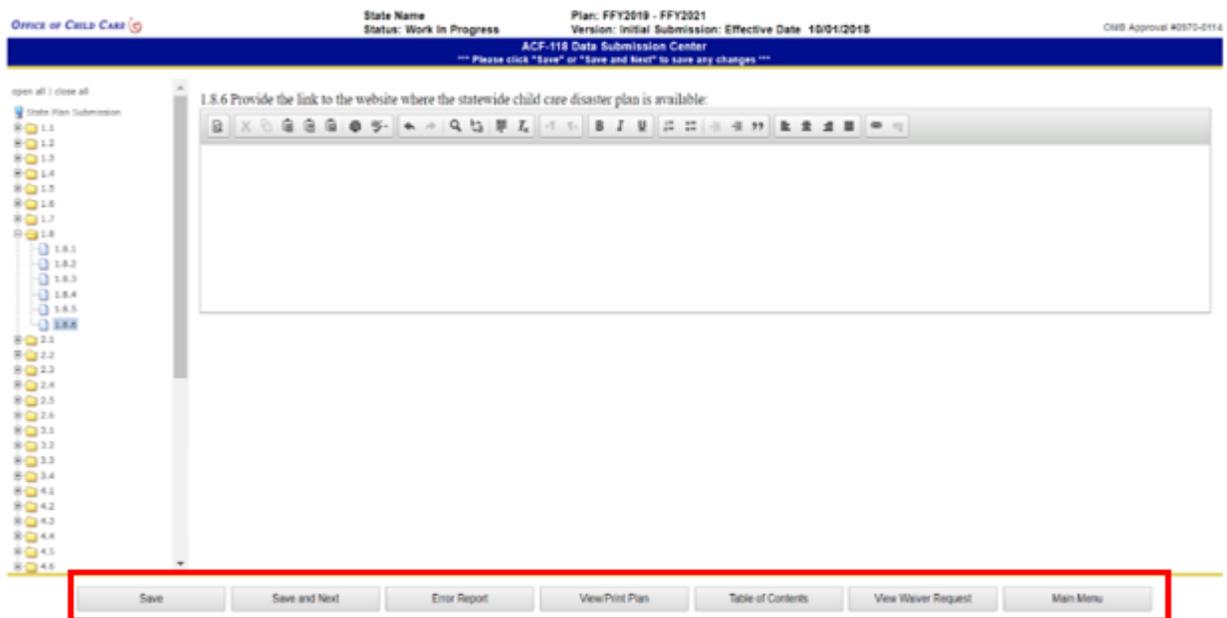
Local Variation (if applicable)

Some Lead Agencies allow certain policies to be set locally. Use associated text boxes to provide a summary of the local variation. For example, when asked for a description of how income eligibility limits vary locally in section 3.1.3, question c), provide the range of eligibility limits in the text box rather than listing individually for each county or local jurisdiction.

Functions Accessible from the Plan Data Entry Pages

As a State/Territory user enters/edits CCDF Plan data, the user can also:

- Use the Navigation Index along the left to select another question for viewing, entering data, and/or editing;
- Save – save answers to the selected question;
- Save and Next – save answers to the selected question and move on to the next question;
- Error Report – generate a Missing Information/Error Report;
- View/Print Plan – generate a PDF version of a section of the Plan (and subsequently print and save as a PDF);
- Table of Contents – return to the Table of Contents page;
- View Waiver Request – generate a single document showing all of the information entered into Appendix A: Background Check Waiver Request Form.
- Main Menu Page – return to the Main Menu.



Saving Entries

At the bottom of each screen the user has the ability to save the information that has been entered. Save information by clicking the **Save** button, which saves information entered and remains on the current page, or by clicking the **Save and Next** button, which saves information entered and navigates to the next page.

Tip: Save entries after adding text or making edits, before leaving a page, before going to the next or another page, or prior to exiting to the main menu otherwise information will be lost.

Logging Out

To log out of the submission site, users must first return to the main menu. From the main menu, click the **Logout** link.

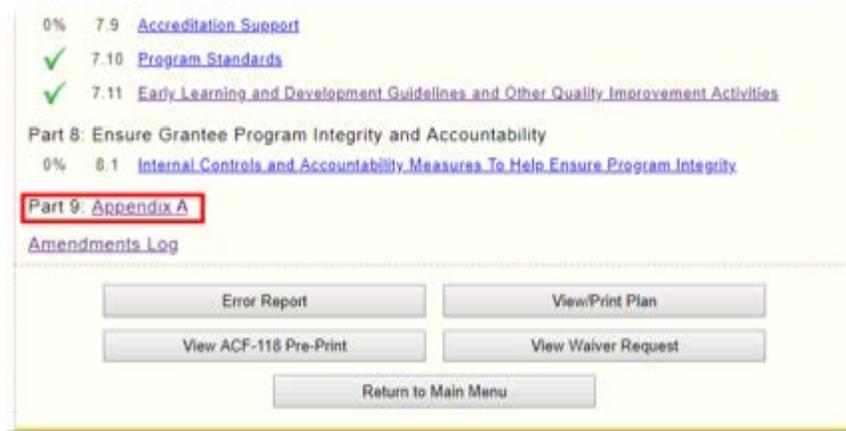
Appendix A: Background Check Waiver Request Data Entry

The FFY2019-2021 CCDF Plan requires Lead Agencies to demonstrate their compliance with the background check requirements of the Child Care and Development Block Grant Act of 2014. Contingent on meeting milestone prerequisites, Lead Agencies have the option to request a time-limited waiver to obtain additional time to fully implement the new requirements. The ACF-118 submission site incorporates features to correspond to these questions in section 5.4 of the Plan, to allow Lead Agencies the ability to demonstrate the milestones along with the ability to request waivers as needed via Appendix A.

Time-limited waiver requests must be submitted using Appendix A: Background Check Waiver Request Form. **Do not submit a separate waiver request letter.** The required elements of a waiver request have been incorporated into Appendix A.

Appendix A includes 13 separate question/response pages, and is listed as Part 9 of the Table of Contents page.

Table of Contents – Part 9: Appendix A



Grantees will be able to request a time-limited waiver for the following background check provisions, each of which is associated with a requirement in sections 5.4 or 5.9 of the Plan:

- a. A.1: In-state criminal (existing staff)
- b. A.2: In-state sex offender (existing staff)
- c. A.3: In-state child abuse and neglect (existing staff)
- d. A.4: FBI fingerprint (existing staff)
- e. A.5: NCIC NSOR (new hires)
- f. A.6: NCIC NSOR (existing staff)
- g. A.7: Interstate criminal (new hires)
- h. A.8: Interstate criminal (existing staff)
- i. A.9: Interstate sex offender (new hires)
- j. A.10: Interstate sex offender (existing staff)
- k. A.11: Interstate child abuse and neglect (new hires)
- l. A.12: Interstate child abuse and neglect (existing staff)
- m. A.13: Provisional hire

Tip: Save entries after adding text or making edits, before leaving a page, before going to the next or another page, or prior to exiting to the main menu otherwise information will be lost.

In order to enter information in Appendix A, there must be requirements in section 5.4 of the Plan that have not been met (response is “No”). If you have not selected “No” in the associated background check questions, and attempt to access the related Appendix A page, the system will issue a message stating that the page is not available.

Appendix Page Not Available Message

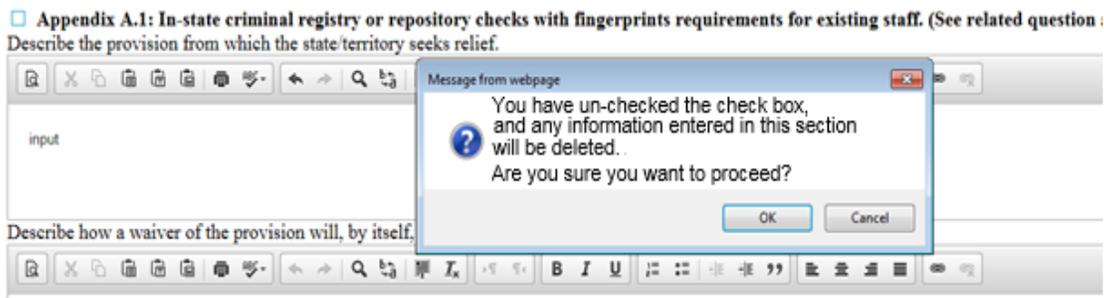
This Appendix page is not available for data entry. You did not check "No" in question 5.4.1 (b)

Each page in Appendix A includes a check box and three follow-up questions. For any background check requirement for which you are requesting a waiver, check the box AND complete the three description boxes associated with that check box.

Tip: You must check the check box prior to entering your descriptions in the text boxes. You must complete all three text boxes.

If you enter data into the response text boxes and then un-check the check box, the system will ask you to confirm if you intended to un-check the check box and if you want to delete all of the information currently entered on the page. Click “OK” to indicate that the information in the current Appendix page should be deleted, or click “Cancel” to indicate that the check box should remain checked and the information remain saved in the section.

Appendix Page Un-Check Message



View Waiver Request (Appendix A) Document

Once you have entered some information in the Appendix A pages, at any time, you may generate and view the Background Check Waiver Request Form by clicking the “**View Waiver Request**” button available on the Main Menu, the Table of Contents, and the Appendix A question pages.

View Waiver Request Main Menu

OFFICE OF CHILD CARE

Administration for Children and Families
U.S. Department of Health and Human Services

ACF-118 Data Submission Center

Welcome **test user**
You have successfully entered the ACF-118 Data Submission Center.

[Tools & Guidance](#) [Quality Performance Report](#) [Logout](#)

Please select the desired Plan Year

Plan Year: 2019 - 2021

Please select desired Plan Version

Plan Version: Initial Submission Effective Date - 2018-10-01 00:00:00.0

Plan Data Entry

Attach Waiver/CAP

View Waiver/CAP

View Waiver Request

View Approval Letter

View Waiver Request Table of Contents

Error Report

View ACF-118 Pre-Print

View Waiver Request

View/Print Plan

Return to Main Menu

View Waiver Request Appendix A

Office of Child Care

State Name: _____ Plan: FFY2019 - FFY2021
Status: Work In Progress Version: Initial Submission: Effective Date- 10/01/2018 OHR Approval 40870-0114

ACF-118 Data Submission Center
*** Please click "Save" or "Save and Next" to save any changes ***

Appendix A: Background Check Waiver Request Form (Click for additional instructions)

Appendix A.1: In-state criminal registry or repository checks with fingerprints requirements for existing staff. (See related question at 5.4.1 (b)) Describe the provision from which the state territory seeks relief.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

Save Save and Next Error Report View/Print Plan Table of Contents **View Waiver Request** Main Menu

The Background Check Waiver Request Form will display the information entered by State/Territory users.

Appendix A: Background Check Waiver Request Form

Appendix A: Background Check Waiver Request

State/Territory: Alabama
Date Submitted: 8/31/2018
Submitted By: Jane Q. Superuser

Component: 5.4.1 (a): State Criminal Registry or Repository for current state of residency (existing staff)

Describe the provision the state/territory seeks relief from:

This is the response for seeking relief from implementing 5.4.1a for existing staff. This information is the response provided by the Grantee in their Plan.

Describe how a waiver from that sanction or provision will, by itself, improve the delivery of child care services for children in the State/Territory;

This is the description for how a waiver will improve the delivery of child care services. This information is the response provided by the Grantee in their Plan.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver:

This is the description for how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised. This information is the response provided by the Grantee in their Plan.

Component: 5.4.1 (b): Sex offender registry or repository check in the current state of residency (existing staff)

Describe the provision the state/territory seeks relief from:

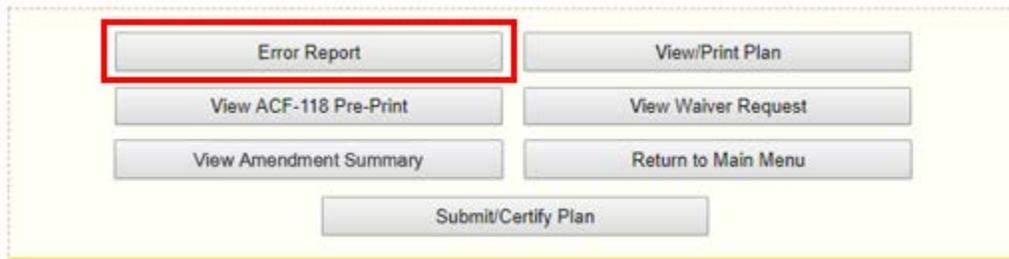
This is the response for seeking relief from implementing 5.4.1b for existing staff. This information is the response provided by the Grantee in their Plan.

Describe how a waiver from that sanction or provision will, by itself, improve the delivery of child care services for children in the State/Territory:

How to Submit/Certify a Plan

Generate Error Report

After completing all Plan questions, including any applicable waiver request in Appendix A, State/Territory users should generate the Error Report from the bottom of the Table of Contents page.



The Error Report shows whether all questions in each section of the Plan have been completed. A check (✓) indicates that all required parts of the question have been answered. The inconsistent/missing symbol (⚠) means that some part of that question’s response is 1) inconsistent with another response within the Plan, 2) requires completion of a follow-up question tied to a previous question, and/or 3) contains missing information, and therefore that question requires editing or additional input.

Sample Error Report

State/Territory Plan Error Report		
State Name		
Plan: FFY2019 - FFY2021		
Initial Submission: Effective Date- 10/01/2018		
Part1: Define CCDF Leadership and Coordination With Relevant Systems		
Section 1.1		
	1.1.1	⚠
	1.1.2	⚠
Section 1.2		
	1.2.1	✓
	1.2.2	✓
	1.2.3	✓
	1.2.4	✓
	1.2.5	✓
Section 1.3		
	1.3.1	✓
	1.3.2	✓
	1.3.3	✓
Section 1.4		
	1.4.1	✓
Section 1.5		
	1.5.1	⚠
	1.5.2	✓
Section 1.6		
	1.6.1	✓
Section 1.7		
	1.7.1	✓

Submit/Certify Plan

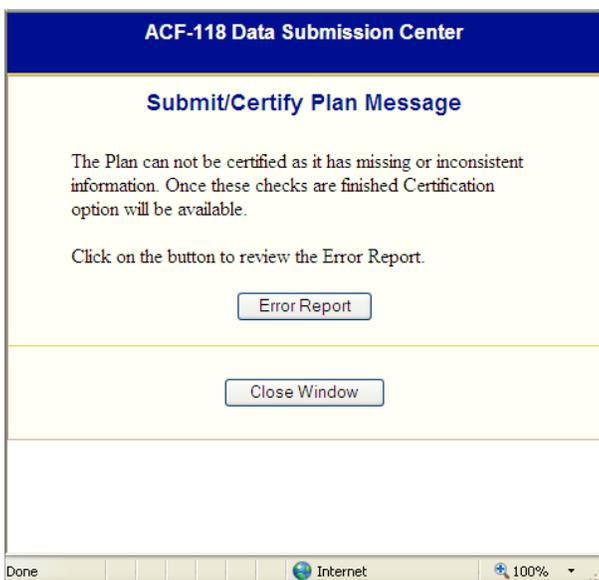
After completing all Plan questions, and the Error Report shows that all questions in each section of the Plan have been completed including any applicable time limited waiver request in Appendix A, the Super user must submit the CCDF Plan to officially submit the Plan to OCC.

Tip: Run the Error Report before asking the Super user to submit/certify the Plan. Only the Super user has the authority to submit/certify the Plan.

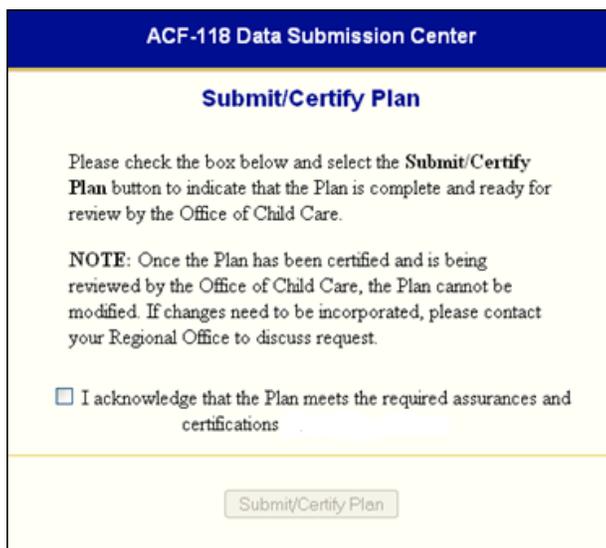
Click the **Submit/Certify Plan** button to begin the submission process. This button is available only to Super users at the bottom of the Table of Contents page or at the bottom of any question page. The button will only appear if the Plan Status shows as “Work in Progress” in the header of either page.



The submission site automatically checks the Plan for completeness. If all sections of the Plan have **not** been completed, a message will display indicating that the Plan can not be submitted/certified. Either the State users or Super users must return to the incomplete sections and update the “incomplete” sections before the Super user can submit/certify the Plan.



If all sections of the Plan have been completed and there are no errors, the Super user will be prompted to certify the Plan via electronic signature. The Super user must acknowledge that the Plan meets the required assurances and certifications of the Plan by clicking the check box and then clicking the **Submit/Certify Plan** button.



After the Super user submits the Plan, the Super users and OCC staff will receive an e-mail confirming that the Plan has been submitted and certified. At this point, the Plan will be “closed” and no further edits can be made unless the Plan is “re-opened” and released back to the State/Territory by OCC. While the Plan is closed and under OCC review, State/Territory users may view and print their Plans.

Tip: If you are trying to enter data into your Plan and it is not saving, check the status bar at the top of the Plan. CCDF Plans that are in either Submitted/Certified or Approved status cannot be edited unless a Regional Office user re-opens the Plan to “send” the Plan back to the State/Territory for editing.

Functions State/Territory Users Can Perform in the ACF-118 Submission Site After Submitting/Certifying Plan

When Plans are in the Submitted/Certified or Approved status, State/Territory users can perform the following functions:

- Use the Navigation Index to select a question to view only.
- View/Print Plan – generate a PDF version of the Plan that can be viewed, printed, and/or saved.
- View ACF-118 Pre-Print – generates a blank PDF file of the 2019-2021 Plan Pre-Print that can be viewed, printed and/or saved.
- View Waiver Request – generate a single document showing all of the information entered into Appendix A: Background Check Waiver Request Form.
- Return to the Main Menu page.
- View Amendment Summary – generate a summary detailing the Plan Amendment (only available and used following Plan Approval).

Functions State/Territory Users Can Perform in the ACF-118 Submission Site After Plan is Approved

View Approval Letters

After the Grantee's Plan has been approved, OCC will manually sign a Plan Approval letter. These letters are mailed in hard copy to the Lead Agency official and emailed electronically to State/Territory CCDF officials. The signed letters are also uploaded onto the ACF-118 submission site. State/Territory users will be able to access the signed approval letter via the ACF-118 submission site. To view a signed approval letter, select the Plan Year and appropriate Plan Version from the Plan Version drop-down list and click the **View Approval Letter** button on the Main Menu. This will open a PDF version of the signed approval letter in another window.

Approval Letter Main Menu

The screenshot shows the ACF-118 Data Submission Center interface. At the top, there are logos for the Office of Child Care and the Administration for Children and Families, U.S. Department of Health and Human Services. Below the logos is a blue header bar with the text "ACF-118 Data Submission Center". The main content area is white and contains a welcome message: "Welcome test user. You have successfully entered the ACF-118 Data Submission Center." There are three links at the top: "Tools & Guidance", "Quality Performance Report", and "Logout". The main form area has two sections: "Please select the desired Plan Year" with a dropdown menu showing "Plan Year: 2019 - 2021", and "Please select desired Plan Version" with a dropdown menu showing "Plan Version: Initial Submission Effective Date - 2018-10-01 00:00:00.0". Below these sections are several buttons: "Plan Data Entry", "Attach Waiver/CAP", "View Waiver/CAP", "View Waiver Request", and "View Approval Letter". The "View Approval Letter" button is highlighted with a red box.

Plan Amendments (as applicable)

The CCDF ACF-118 Plan Submission site is also available to State and Territory Lead Agencies to amend **approved** CCDF Plans. During initial Plan submission and review, these functions are not applicable.

Prior to amending the ACF-118 Plan, Lead Agencies must first contact their Regional Office to discuss proposed modifications to their Plan. If OCC determines that the proposed Plan modification is not a substantial program change that warrants a Plan Amendment, no further action needs to be taken.

Substantial changes include, but are not limited to, any changes that affect CCDF administration and policies such as policy changes to program eligibility (e.g., changes in income eligibility

levels), payment rates, sliding fee scales, changes in responsible agency/entity who is administering CCDF activity (e.g., change in agency who oversees quality funds), change in CCDF Lead Agency, change in subsidy or quality activities that affects parents and/or providers access to the program (e.g., adding a new professional development initiative or changing the subsidy application process), and changes to the Lead Agency consumer education website address. Lead Agencies are not required to submit Plan Amendments for basic "edits" or revisions to Plan questions that do not constitute a CCDF program change. Whenever you are unsure if you are making a substantial change, please consult the Regional Office.

If OCC the Regional Office determines that a substantial change in the program is proposed or has been implemented within 60 days, a Plan amendment must be submitted. The Regional Office user will “release” the Plan to allow the State/Territory access to the Approved Plan for modification.

The Regional Office’s releasing of the Plan automatically saves the most recently approved version of the CCDF Plan and creates a copy that will become the new version of the Plan. The system retains a historical version of the original Plan, and you can only edit the copy of the Plan.

The system will send an automated e-mail message to the State/Territory Super user(s), as well as OCC staff indicating that a new Plan version is open for modification. The Lead Agency will enter changes in this new Plan version that has been released for modification. The most recently approved version will be listed at the bottom of the **Plan Version** drop-down list on the ACF-118 Main Menu. The first Plan version released under this new version of the submission site will be listed as **Amendment 1**. Future Plan versions will be listed in chronological order (Amendment 2, Amendment 3, etc.). Any prior version of the Plan will retain its original title and number.

Modify an Approved Plan

After the Plan has been released, select the **Plan Year** and the new **Plan Version** from the drop-down lists and click the **Plan Data Entry** button. The status on the Table of Contents page of the released Plan will now show as “Work in Progress.”

As a reminder, both the State user and the Super user can enter and edit data in the submission site. However, only the Super user has the authority and ability to submit/certify a Plan.

State/Territory Main Menu

ACF-118 Data Submission Center

Welcome **test user**

You have successfully entered the ACF-118 Data Submission Center.

[Tools & Guidance](#) [Quality Performance Report](#) [Logout](#)

Please select the desired Plan Year

Plan Year: 2019 - 2021 ▼

Please select desired Plan Version

Plan Version: Initial Submission Effective Date - 2018-10-01 00:00:00.0 ▼

Plan Data Entry

Attach Waiver/CAP

View Waiver/CAP

View Waiver Request

View Approval Letter

Before making changes to Plan questions, you must provide an overall Amendment Summary covering all of the changes. The summary is the equivalent of a cover letter. The Summary should be a brief list that describes each section being amended in the Plan, as well as a brief overview of the changes in the Plan Amendment. Do not enter the entire amended text as the Summary (i.e., do not include the entire text of a letter or repeat the entire text of the amendment in the Summary box). Do not upload separate letters for Plan Amendments.

Tip: The Amendment Summary is the equivalent of a cover letter. The Summary should be a brief list that describes each section being amended in the Plan, as well as a brief overview of the changes in the Plan Amendment. For example, "This amendment includes changes to section 3.3.1 to describe updates to 12-month eligibility requirements, and changes to 3.4.1 to reflect the new sliding fee scale based on new SMI."

Enter the Amendment Summary in the text box and click the **Save Summary** button. Clicking the **Cancel** button will close the screen without saving the information and you will be redirected back to the Main Menu. You will not be able to make changes to the Plan until an Amendment Summary is entered and saved.

Amendment Summary Screen

Amendment Summary

Plan Amendments: Lead Agencies are reminded that Plan amendments must be submitted within 60 days of a substantial change in the Lead Agency's program. In no case will ACF approve an effective date that is more than 60 days prior to the submission of a Plan amendment.

Please enter a summary of the amendment/revision:

Return to Main Menu

After an Amendment Summary has been saved, you may modify the Summary at any time while the Plan status is “Work in Progress” by clicking the **View Amendment Summary** button from the Table of Contents page. This will display the Amendment Summary screen shown above and the summary text will be available for editing. After editing the summary, click the **Save Summary** button. Clicking the **Return to Main Menu** button will close the screen and any new changes to the Summary will not be saved.

View Amendment Summary – Table of Contents

Error Report

View/Print Plan

View ACF-118 Pre-Print

View Waiver Request

View Amendment Summary

Return to Main Menu

To modify a Plan question, select the question you want to modify by first selecting a section from the Table of Contents and then using the Index panel on the left-hand side of the page to select the question. After modifying the answer to the Plan question, click the **Save** button.

Plan Question Data Entry Screen and Navigation Panel

The screenshot displays the ACF-118 Data Submission Center interface. At the top, it shows the Office of Child Care logo, State Name, Status: Work in Progress, Plan: FFY2019 - FFY2021, Version: Initial Submission, Effective Date: 10/01/2018, and OMB Approval #0970-0114. The main content area is titled 'ACF-118 Data Submission Center' and includes a warning: 'Please click "Save" or "Save and Next" to save any changes'. The left sidebar contains a tree view of questions, with '1.1.1' selected. The main area shows the question '1.1.1 Which Lead Agency is designated to administer the CCDF program?' and its instructions. Below the instructions are two sections of form fields: 'a) Lead Agency or Joint Interagency Office Information' and 'b) Lead Agency or Joint Interagency Official Contact Information'. The 'Save' and 'Save and Next' buttons at the bottom are highlighted with a red box.

After a question is modified and saved, you must enter the **Effective Date** of the modification and a **Summary of the Modification**. The effective date is the date that this change went operationally into effect in the State/Territory. For example, if income eligibility limits will be raised by legislation or administrative rule on November 15th, enter 11/15/2018 as the effective date or select November 15th from the **Calendar** feature. The **Summary of the Modification** should be a brief explanation of this particular change or modification. For example, “This Amendment reflects higher payment rates,” or “This Amendment identifies the new Agency administering CCDF quality funds.” The information from the Mod Summary will be used to automatically populate the Plan Amendment Log. **Note – Lead Agencies should not simply say, “This section was amended.”**

Tip: The Summary of the Modification text box has a 4,000 character limitation. Be direct and brief in your description.

After entering both the effective date and the summary, click the **Save Changes** button to save the modifications. Clicking the **Cancel** button will close the summary screen and the question modifications will not be saved.

Question Modification Summary Screen

OFFICE OF CHILD CARE

ACF-118 Data Submission Center

Question Modification Summary
State Name

Plan Year: 2019 - 2021
Amendment #1
Effective Date: mm/dd/yyyy

Summary of the modification:

Close

Once a modification summary has been entered, the section/question that was modified during the Amendment Process will display the effective date of the modification at the top of the question page. Users will also be able to access the Question Modification Summary associated with each modified section/question via the top of the question page screens. To view the summary, the user should click the **Show Mod Summary** button.

View of Amended Question

State Name: _____ Plan: FFY2018 - FFY2021
Status: Work In Progress Version: Initial Submission Effective Date: 10/01/2018
ACF-118 Data Submission Center
Please click "Save" or "Save and Next" to save any changes.

Show Mod Summary Next Effective Date: mm/dd/yyyy

2.5 Procedures for Providing Information on Developmental Screenings. (Click for additional instructions)

2.5.1 Certify by describing:

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)). (Press ALT-F for help)

Text

b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program/carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq./and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)). (Press ALT-F for help)

Text

Save Save and Next Error Report View/Print Plan Table of Contents View Waiver Request Main Menu

After the Lead Agency has made all of the modifications for the amended Plan, the Plan must be certified/submitted by a State/Territory Super user who has been given authority by the Lead Agency for OCC review and approval.

CCDF Plan Amendment Log

The CCDF Plan Amendment Log provides a summary of changes to CCDF Plans, including the questions that were changed, the Plan or Amendment versions, a summary of each amendment, the effective dates, dates the Plan Amendment was submitted to ACF, and dates the Plan

Amendment was approved by ACF. Users can access the log from the Table of Contents page by clicking the **Amendments Log**.

Table of Contents Page



State Amendment Log Report

Amendment Log							
State Name							
Plan: FFY2019 - FFY2021							
Section Amended	Modification Type	Amendment Number	Summary of Amendment	Effective / Proposed Effective Date	Initial Date Submitted to ACF (Date Certified)	Final Date Submitted to ACF (Date Certified)	Date Approved by ACF (r = Region Approved)
1.8.1	a	a #1	Modification summary text.	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
2.3.1	a	a #1	Modification summary text.	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
3.2.2	a	a #1	Modification summary text.	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

Other Waiver Requests or Corrective Action Plans (as applicable)

For the FFY2019-2021 Plan, waivers and Corrective Action Plans (CAPs) may only be submitted in very limited circumstances. Prior to submitting a waiver or CAP, the grantee must discuss the details of the request with and request permission from the Regional Office. Please note that the specific details on waiver and CAP submissions will vary from Plan Year to Plan Year.

The submission site allows Grantees to attach a waiver and/or CAP letter to their CCDF Plan, upon obtaining permission from the Regional Office. If the Grantee needs to modify either letter, they can attach the updated letter using the same process detailed below and delete the outdated version from the ACF-118.

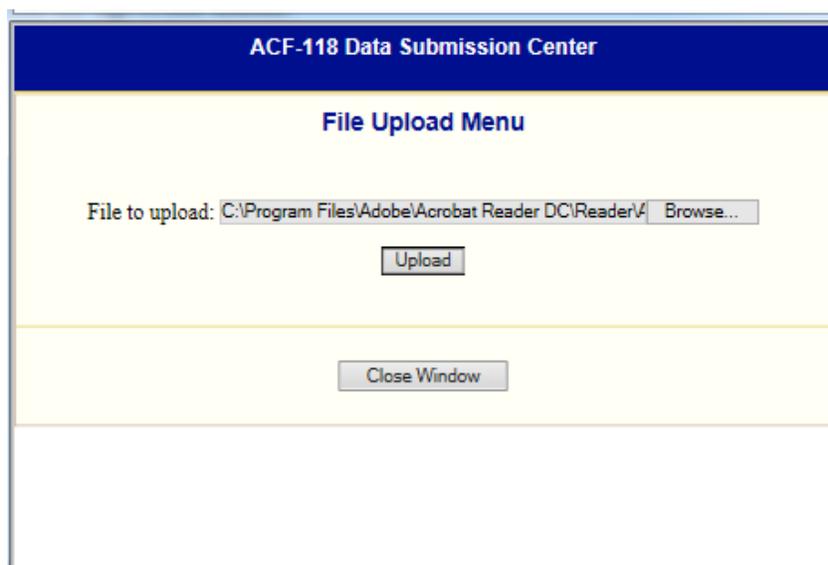
From the Main Menu, the State/Territory user has the option of attaching a waiver request and/or CAP letter or viewing a request letter that has been attached to their Plan.

Main Menu



To upload a waiver request letter, after discussing the details of the request with and obtaining permission from the Regional Office, the State/Territory user must:

1. Select the **Attach Waiver/CAP** button on the Main Menu. This will open the *File Upload Menu* in another window.
2. Click the **Browse** button and navigate to the location where the waiver document is saved, highlight the file they want to attach, and click the **Open** button. The filename will display in the *File to upload* field.



3. Click the **Upload** button to attach the file. The system will display a message indicating that the file was successfully loaded.
4. After uploading the temporary waiver/extension, the user can click the **Close Window** button to return to the Plan.

To view a waiver request or CAP letter that has been attached, the user should click the **View Waiver Request** button and the filenames of the waiver documents previously uploaded will display. The user should click on the name of the file that they want to view. Note that users can not delete waivers that have already been uploaded, and instead must contact their Regional Office to request that NCDR delete the waiver.

Note: Uploaded document file names must not contain symbols, dashes, or underscores.

What Resources Are Available for Additional Help

If you have questions or need more information about the ACF-118 Plan, there are two primary resources for additional help. For questions regarding the content of the Plan (what information to include in particular questions), contact the Office of Child Care. Contact information for the OCC **Regional Offices** can be found on the OCC website at

<https://www.acf.hhs.gov/occ/resource/regional-child-care-program-managers>.

For technical questions, including how to or problems with accessing and using the ACF-118 site, or problems entering or saving information in your CCDF Plan, please contact the National Center on Child Care Data and Reporting (NCDR). You can reach **NCDR** Monday to Friday from 9:00 am – 5:00 pm, prevailing Eastern Time.

Phone (toll-free):	1-877-249-9117
E-mail:	ncdr@ecetta.info
Fax:	301-692-0700
Mail:	2600 Tower Oaks Boulevard Suite 600 Rockville, MD 20852

Appendix 1: ACF-118 User Account Registration Form



CHILD CARE AND DEVELOPMENT FUND CCDF Plan (ACF-118) Internet Submission

To ensure appropriate authorization for accessing or submitting ACF-118 information via the Internet, please provide the following information:

Please select the appropriate user account type.

- Federal Central Office User
- Federal Regional Office User
- Grantee Super User – Enter/edits Plan details & has the authority to submit/certify Plan.
- Grantee State User – Enters/edits Plan details.
- View Only User

Please complete all of the fields with your contact and agency information.

Name:
Title:
Agency:
Mailing address:
Phone:
Fax:
E-mail:

Please complete this form for each authorized individual. Then, email your completed form to NCDR@ecetta.info and copy your OCC regional or central office point of contact. You may also fax or mail to:

National Center on Child Care Data and Reporting (NCDR)
2600 Tower Oaks Blvd., Suite 600
Rockville, MD 20852
Fax: 301-816-8640

A TA specialist from the NCDR will contact you to provide additional information and instructions about accessing the ACF-118 submission site.

Appendix 2: ACF-118 CCDF Plan Submission Tips & Hints

A Help Reference for State/Territory Users

General Information about Plan Data Entry	Tips
<ol style="list-style-type: none"> 1. Request a username and password for the ACF-118 submission site using the form included in Appendix 1. Submit the form through the RO to NCDR. 2. Note – Super user access must be verified by the RO. Super user access indicates authority to submit on behalf of the State; therefore, the RO must be made aware of all Super User account changes. 	<ul style="list-style-type: none"> ▪ <i>We recommend that you use Internet Explorer 11 or later versions to access the submission site.</i>
<ol style="list-style-type: none"> 3. To open, review, and/or edit your Plan, select both the <i>Plan Year</i> and the <i>Plan Version</i> you wish to edit/view from the drop down lists (e.g., select 2019-2021 in the <i>Plan Year</i> drop down list and Initial Submission Effective Date – 2018-10-01 in the <i>Plan Version</i> drop down list). Then, select <i>Plan Data Entry</i>. 	<ul style="list-style-type: none"> ▪ <i>Plan status must indicate “Work in Progress” for you to enter information in the Plan.</i>
<ol style="list-style-type: none"> 4. To navigate through the Plan, use the section/question index along the left side of the screen. The index on the left-hand side of the screen allows for easy navigation to different sections and questions throughout the Plan. 	<ul style="list-style-type: none"> ▪ <i>Use the Navigation Index to return to a previous page or move to another section.</i> ▪ <i>Do <u>not</u> use the internet browser back and forward arrows to navigate through the submission site or Plan.</i> ▪ <i>Use the F5 function on your keyboard to refresh the submission site pages.</i>
<ol style="list-style-type: none"> 5. Typically, you must enter information in <u>each text field</u>. If not applicable or if the information is not available, enter “NA” in the text field. 	<ul style="list-style-type: none"> ▪ <i>Typically, you must respond “yes” to the primary part of multi-part questions to activate secondary question response options.</i> ▪ <i>Do not copy and paste tables in text boxes.</i>
<ol style="list-style-type: none"> 6. Formatting toolbar icons in text boxes provide two Spell Check options – one checks spelling as you enter text and the other checks text already entered into the text field. 	<ul style="list-style-type: none"> ▪ <i>If your computer security settings do not allow use of icons on the formatting tool bar, this function is not available to you.</i> ▪ <i>Select the "Spell Check as You Type (SCAYT)" feature under the Spell Checker drop-down icon prior to typing text to identify misspelled words and make corrections as you type.</i>

General Information about Plan Data Entry	Tips
<p>7. When copying text from another document and pasting it into the Plan, hidden codes or other formatting may result in an error or add random characters to your response (e.g., % or #).</p>	<ul style="list-style-type: none"> ▪ Select the “Check Spelling” feature under the Spell Checker drop-down icon to check text already entered. ▪ If your computer security settings do not allow you to use the toolbars, use the CTRL+C and CTRL+V options on your keyboard to copy & paste. ▪ Errors indicated on the error report may be the result of copied text that contains hidden codes or other formatting issues that prevent Plan submission. It may be useful to use the “Document Inspector” to find and remove hidden data in Word documents.* ▪ Experiment with the toolbar paste options to determine which works best for the text you are entering; “Paste as plain text” () generally removes formatting, e.g., italics, bold, underline, hyperlink, etc., and may also limit or remove hidden codes that cause errors. The “Paste from Word” option will paste text with standard Word preformats (italics, bold, underline, hyperlink, bullets, etc.). ▪ There is a difference between data entered into a multiple-line Describe box (those with the formatting toolbar) and a single-line text box in regard to the View/Print function. Text boxes have a 4,000 character limit and do not display formatting (for example, bullets, tabs, etc.), whereas Describe boxes allow an unlimited amount of characters and can display standard Word preformats including bullets, numbering, etc. ▪ Any web links that are copied and pasted into the Plan will display as blue in the View/Print PDF. ▪ Blank spaces included before or after copied text may generate an error. Carefully select the first and last characters of the chosen text.

General Information about Plan Data Entry	Tips
	<ul style="list-style-type: none"> ▪ <i>An error message displayed when generating the PDF file could also be the result of formatting issues in pasted text and may require that you type the text rather than paste it into the text box.</i> ▪ <i>If you cannot resolve text-related errors, NCDR can check for and remove formatting codes upon request.</i> ▪ <i>Use the Document Inspector to find and remove hidden data in documents created in Microsoft Word. Document Inspector should only be used on a copy of your original document as you may not be able to restore data.</i> <ul style="list-style-type: none"> a. <i>In the copy of your original document, click the File tab, click Check for Issues, and then click Inspect Document.</i> b. <i>In the Document Inspector dialog box, select check boxes to choose types of hidden content to be inspected.</i> c. <i>Click Inspect.</i> d. <i>Review the results of the inspection in the Document Inspector dialog box.</i> e. <i>Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document.</i>
<p>8. <u>Before</u> certifying/submitting the Plan, you can:</p> <ul style="list-style-type: none"> • enter, view, & edit by navigating to Plan questions using the <i>Table of Contents</i> and the index displayed on the left of each question screen; • check for errors by generating an <i>Error Report</i>; • click the <i>View/Print Plan</i> button to generate a PDF version of the Plan. 	<ul style="list-style-type: none"> ▪ <i>Run the Error Report to identify omissions or errors by section and question to reduce the likelihood of problems submitting/certifying your Plan. Return to the question to complete or correct your entry.</i>
Submitting the Plan	Tips
<p>9. To <u>submit</u> the Plan, click <i>Submit/Certify Plan</i>. The system will detect any</p>	<ul style="list-style-type: none"> ▪ <i>You must have Super User access to Submit/Certify the Plan (State Users will not see the Submit/Certify Plan button).</i>

General Information about Plan Data Entry	Tips
<p>section(s) that is incomplete or contains errors.</p> <ul style="list-style-type: none"> • If found to be incomplete and/or contain errors, the system will display a message that the Plan cannot be submitted and certified. • If found to be complete with no errors, submit the Plan and the system will inform the Super User and OCC that the Plan has been submitted/certified. 	
<p>10. The system assigns four different terms to describe the status of a Plan:</p> <ul style="list-style-type: none"> • “Work in Progress” allows the user to enter and revise information in the Plan • “Certified” indicates the Plan is submitted, under OCC review and the user cannot make changes. • “Approved (No Email)” indicates OCC has initially approved the Plan. • “Approved (Email Sent)” indicates OCC has approved the Plan. The Plan can no longer be modified. It can only be released for an amendment. 	<ul style="list-style-type: none"> ▪ <i>The system sends an automated email to the Super User, OCC, & NCDR indicating the current Plan status each time it changes.</i>
<p>11. After submitting the Plan, you can view questions, the <i>Error Report</i> and <i>View/Print</i> the Plan when it is in Certified status.</p>	<ul style="list-style-type: none"> ▪ <i>Plan status will indicate “Certified” if the Plan is successfully submitted, and the system will not allow further modification of the Plan.</i> ▪ <i>If you wish to revise the Plan after submitting it, you must contact your RO to release the Plan, changing the status back to “Work in Progress.”</i>
<p>12. Once OCC has reviewed the Plan and determines it needs to be revised, the RO will release the Plan for you to make modifications.</p>	<ul style="list-style-type: none"> ▪ <i>The system will change the Plan status back to “Work in Progress.”</i>
<p>13. If OCC has reviewed and recommended the Plan for approval, the system sends an email to the Super User, OCC, and NCDR.</p>	<ul style="list-style-type: none"> ▪ <i>The system will change the Plan status to “Approved” when both the RO and OCC have approved the Plan.</i>
Amending the Plan	Tips
<p>14. If you wish to revise your Plan after it has been approved, contact your RO to request release of your Plan.</p>	<ul style="list-style-type: none"> ▪ <i>A newly released Plan will have the status “Work in Progress.”</i>

General Information about Plan Data Entry	Tips
<p>15. The RO’s releasing the Plan automatically saves the most recently approved version of the CCDF Plan and creates a copy that will become the new version of the Plan. The system retains a historical version of the original Plan, and you can only edit the <u>copy</u> of the Plan.</p>	<ul style="list-style-type: none"> ▪ <i>The system will add a new Plan Version in the drop-down list indicated by Amendment number (e.g., Amendment 1).</i> ▪ <i>Prior to entering amended information, you must first enter text into the Amendment Summary box. The summary should be a brief, bulleted list.</i> ▪ <i>Enter a Modification Summary for each question that is modified.</i> <ul style="list-style-type: none"> a. <i>Enter the Effective Date of the modification – Use the calendar feature to select the date that the change went operationally into effect in the State/Territory.</i> b. <i>Enter the Summary of the Modification – Enter a brief explanation of the change or modification.</i>
<p>16. After making changes to each question/section of the Plan, the Super user must <i>Submit/Certify Plan</i> to submit the Plan Amendment.</p>	
Appendix A: Background Check Waiver Request Form	
<p>17. You must indicate that the related background check requirement is not being met in order to enter information into the corresponding Appendix A page.</p>	<ul style="list-style-type: none"> ▪ <i>Selecting “No” in the background check requirements section will prompt the system to allow data entry into the corresponding Appendix page.</i>
<p>18. All three questions after the checkbox on the corresponding questions in Appendix A must be completed.</p>	<ul style="list-style-type: none"> ▪ <i>If you enter information in the two response text boxes on the Appendix A question page and then un-check the check box on the page, the system will ask whether or not you truly wish to un-check the box and delete all the information in the question page. Select “OK” to delete the information, or “Cancel” to retain the information.</i>